

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FINANCIAL ASSISTANCE DIVISION**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 05-12****TO: Eligible Jurisdictions and Interested Parties****DATE: October 6, 2005****SUBJECT: Fiscal Year 2005-06 Economic Development Allocation
Over-the-Counter (OTC) Workshops****Purpose of this Memorandum:**

This memorandum is an invitation to all eligible jurisdictions and interested parties to attend the State CDBG Program, Economic Development Allocation's *"Art of the Deal: Guidelines for Developing a Successful Over-the-Counter project" workshop*. This workshop will be combined with *the OTC Application Training Workshop*.

Workshop contents:

Putting together a successful OTC project can be both rewarding and challenging. This session is designed to walk participants through the *ins* and *outs* of putting together a successful OTC deal. Topics will include:

- Structuring the public and private funding aspects of the deal
- Conforming to CDBG guidelines
- Evaluating project readiness
- "Gap" analysis and basic underwriting guidelines
- Elements of a complete pre-application and application for funding

You will have the opportunity to participate in evaluating and discussing sample case studies.

The session instructors will be Janet Myles, HCD CDBG program staff and OTC specialist, and Chuck Wolfe, Principal of Claggett Wolfe Associates the technical advisor to HCD Financial Assistance Division's CDBG program.

Who should attend?

These workshops are most important to those jurisdictions intending to submit an Economic Development Over-the-Counter application in the FY 2005-06 funding round. Jurisdictions and interested parties should plan to attend a workshop in their area. **Travel to these workshops is an allowable CDBG expense under general administration of existing grants.** CDBG program staff will be available for consultation at the workshops.

CDBG Economic Development Over-the-Counter Component Workshop Schedule Fiscal Year 2005-06

Time: All workshops will open for registration at **8:00am** and **begin at 8:30am**. The workshops will adjourn at **4:00pm**, but staff will be available to meet with you after the workshops.

“The Art of the Deal”: Guidelines for Developing a Successful OTC Project and OTC Application Workshop

October 28, 2005 – Dunsmuir

City of Dunsmuir
City Council Chambers
5902 Dunsmuir Avenue
Dunsmuir

November 9, 2005 – Coachella

DACE Office
53990 Enterprise Way
Coachella

December 7, 2005 – Marina

Marina Technology Cluster
Conference Room
3180 Imjin Road
Marina

January 12, 2006 – West Sacramento

City of West Sacramento
1110 West Capitol
Civic Center Galleria, Rooms 157 and 160
West Sacramento

For further information:

Contact the CDBG Administrative Assistant at (916) 552-9398 or your CDBG ED Representative.

The Notice of Funding Availability (NOFA) and the Application for the OTC component of the Economic Development allocation were released in July 2005 and are posted at www.hcd.ca.gov/fa/cdbg/econDev.html.

